



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration
DIVISION OF PURCHASES
One Capitol Hill
Providence, RI 02908-5855

Tel: (401) 574-8100
Fax: (401) 574-8387
Website: www.purchasing.ri.gov

CONTRACT USER GUIDE
ASBESTOS ABATEMENT CONSULTANT
MASTER PRICE AGREEMENT ("MPA") #194
BID SOLICITATION # 7549192
CONTRACT TERM 2/1/2015– 1/31/2016
WITH 1 RENEWAL OPTIONS 1

BACKGROUND:

IN THE CASE OF A MULTIPLE AWARD, AGENCIES SHOULD STILL CONTACT 2 VENDORS LISTED ON THE MPA IN SEARCH OF THE LOWEST RATES. THE PRICE RATES LISTED ON THE MPA ARE THE MAXIMUM RATES THAT MAY BE CHARGED BY A VENDOR. PURCHASING STRONGLY ENCOURAGES AN AGENCY, NOT ONLY TO TRY TO NEGOTIATE A LOWER RATE, BUT TO INITIATE COMPETITION BETWEEN MPA VENDORS. QUOTES RECEIVED BY MPA VENDOR MUST INCLUDE LINE ITEM DESCRIPTION IN ORDER TO COMPARE PRICING, PREPARE RELEASES AND MATCH INVOICES.

WHEN SELECTING A VENDOR FROM THE MASTER PRICE AGREEMENT, AGENCIES MUST SEEK THE MOST EFFECTIVE RATE.

CONTRACT SUMMARY:

PLEASE NOTE: THIS MASTER PRICE AGREEMENT SHALL BE UTILIZED BY THE VARIOUS DEPARTMENTS AND AGENCIES OF THE STATE FOR INTERMITTENT PROJECTS WHO'S COMPLETION COST WILL NOT EXCEED \$10,000. PROJECTS EXCEEDING \$10,000.00 SHALL NOT BE ALLOWED UNDER PROVISIONS OF THE MPA WITHOUT PRIOR APPROVAL AND EXPRESSED AUTHORIZATION OF THE DIVISION OF PURCHASES.

WHO CAN USE THIS CONTRACT:

STATEWIDE APPLICABILITY - Political Subdivisions (cities, towns, schools, quasi-public agencies), as authorized by law, may participate in this Agreement. All ordering and billing shall be between the vendor and the political subdivision (only).

STATE AGENCIES ARE REQUIRED TO:

- Solicit a Minimum of two Written Quotes from MPA Awarded Vendors for Each Project. Of the two, at least one Certified Minority Business Enterprise should be solicited whenever possible. The MPA Award Webpage reports the MPA Purchase Orders and identifies Vendors that are a Certified Minority Business Enterprise at the time of award (Ref: Purchases Business Processes <http://www.purchasing.ri.gov/StateAgencyInfoCenter/AgencyLogin.aspx>).



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- Acquire Approval from the Division of Purchases for Any Project Anticipated to Exceed \$10,000.00.
- Request the Division of Purchases to Solicit Any Project Anticipated to Exceed \$10,000.00.

STATE AGENCY SPECIAL INSTRUCTION:

AGENCY NOTIFICATION LETTER TO VENDOR:

A Sample Agency Notification Letter to Vendor is attached to the User Guide. The Notification Letter should be printed on the User Agency's Letterhead.

VENDOR AWARDS CONTACT INFORMATION:

Purchase Order # 3410965

Vendor Name: Silva Environmental & Associates Inc.

New Accounts

Contact Name: M. Frank Silva
Tel: 401-732-3976
Email: fsilva50@aol.com

Purchase Order # 3410967

Vendor Name: RI Analytical Laboratories Inc.

New Accounts

Contact Name: Kristen G. Mayo
Tel: 401-562-1409
Email: kmayo@rianalytical.com

ALL ATTACHMENTS ARE DENOTED BY ☒, AND APPEAR IN THE FOLLOWING ORDER:

- ☒ CONTRACT USER GUIDE
- ☒ SAMPLE AGENCY NOTIFICATION LETTER TO VENDOR
- ☐ CHANGE ORDER TO ORIGINAL PURCHASE
- ☐ ALL PRIOR CHANGE ORDERS TO ORIGINAL PURCHASE (sequential order is most recent to #1)
- ☐ ORIGINAL PURCHASE AWARD (VENDOR AWARD)
- ☐ VENDOR AMENDMENT/S
- ☐ PRODUCT AND PRICING (IF NOT INCLUDED ON PURCHASE ORDER)
- ☐ SPECIAL INSTRUCTIONS
- ☒ TERMS AND CONDITIONS



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- ☐ SUPPLEMENTAL ANALYSIS INFO – SEE MPA SEARCH RESULTS WEBPAGE
- ☐ OTHER – DESCRIPTION:

DIVISION OF PURCHASES CONTACT:

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